

WSDOT/ACEC-WA Project Delivery Team
March 3, 2006
Conference Call

Attendees

Jon Bauer
Doyle Dilley
Rick Door
Duncan Findlay
Mary Holland
Ron Landon
Mike Mariano
Keith Metcalf
Amir Rasiae
Lisa Reid
Rick Smith
Ken Smith
John Villager
Adele McCormick

Bentley InRoads License Issues

Jon Bauer

WSDOT has a new licensing environment with Bentley, where the subscription mode is based on how much we use. There are some restrictions on how we use the software internally and externally.

Jon is preparing a document to clarify what we can and can't do. He will send the document out after Bentley reviews it.

There is a difference between an onsite consultant using WSDOT computers vs. an offsite consultant using their own computers. The consultant needs to have a WSDOT logon ID and computer to be considered on-site. On-site consultants have full use of WSDOT's Bentley license. Off-site consultants need to have their own license with Bentley. Consultants must have more than just a WSDOT logon ID – they have to be working in a WSDOT facility and using WSDOT computers.

There are two types of training; training to use the software and training specific to WSDOT projects.

On-site consultants can attend any training class whether it is taught by Bentley or WSDOT's own instructors. Off-site consultants will need to provide their own training. However, off-site consultants can attend training on WSDOT's InRoads environment and custom setups.

Bentley is scheduling training for consultants in Washington. They need to know how often to schedule classes based on demand. Please give Jon Bauer feedback on how often you think a Bentley class on either InRoads or Microstation would be appropriate. They are considering training every 6 weeks. The InRoads class will incorporate WSDOT's procedures.

Jon Bauer will send out the document he is working on with Bentley once he gets their buy-off. It will go to this team as soon as it is approved.

Staff development is funding half of WSDOT's internal training – the project offices and regions will fund the other half. It is up to the regions how the fees are paid for consultants to be trained.

If we are making consultants more and more like WSDOT employees, there are other issues involved. There is always a need to track these costs to the projects, but there is an legal issue of the difference between consultants and employees.

Can ACEC contract with Bentley to provide training for multiple consultants? Perhaps general InRoads training can be provided to a number of consultants at once. There needs to be some thought given to how many firms would take advantage of this training. This might be something that could be incorporated into the annual ACEC/WSDOT annual meeting.

The team discussed the Exhibit C update, which is boilerplate language for consultant contracts regarding electronic engineering data. This was recently updated and will be on-line at the Consultant Services/CAE resource website.

Co-Location Checklist

Duncan Findlay

An updated version of the Co-Location Checklist was distributed. However, it has not updated any more than what the team did last month.

There are some Human Resources concerns with co-location. There have been instances in other organizations where consultants were considered to be employees. This generated claims that enabled those consultants to receive benefits. There are some lines that we don't want to cross. At the same time we are trying to integrate consultants by co-location, we need to be careful that legally they remain consultants. There are questions that test this relationship; including that consultants can't evaluate WSDOT employees and issues of who is paying for training. The WSDOT Human Resources office is adding a few lines to the co-location checklist that will help us define where the line is between consultants and employees.

This team needs to go ahead with the co-location recommendation. We need to get approval and send it out because it is good advice. As soon as Rick Smith gets the final

approval, we will post it on the website. There is nothing wrong with posting this now. It will be a living document.

There are additional guidelines that may need to be added to the co-location documents to make sure there is a clear line regarding consultants answering to a consultant supervisor even if there is a WSDOT person in between. There is also an issue regarding who makes decisions on work hours.

Professional and general liability insurance and who is responsible for them in terms of deliverables should be taken care of in the contract. We don't specifically state in our contract that they need to carry professional liability insurance – only general liability insurance. This will happen either way. It is not pertinent to co-location specifically.

Acknowledge that software licensing issues need to be addressed and resolved. Add this to the co-location document.

Process for Defining Deliverables in Other States

Mary Holland

Handout: Responses from states Mary Holland has contacted.

This seems to be an issue every state is struggling with. We are on the right track developing a matrix that will work for us.

Deliverables Expectation Matrix

Lisa Reid

Lisa talked to the ACEC/WSDOT Structures team about how their matrix works with the one this team is developing. Lisa asked them to help her fill out their row on the Deliverables Expectation Matrix. This helped to see how a specific spreadsheet will fit in to our bigger spreadsheet.

They were trying to list out everything that might happen during that period until they realized that under our elements, we are saying what has been completed at the end of that process...as opposed to the things that are in process or being started.

Lisa Reid and Mary Holland started working out the details of what an illumination sheet might look like. They did illumination and signals –someone else is doing the ITS piece. All this detail will come out of the main matrix and the matrix will refer to these detailed pieces.

Lisa will try to send the matrix with instructions to the team on Wednesday. Each team member needs to forward this to their staff to review and comment. Send comments to Lisa by March 31, 2006. She will bring the comments to the next meeting to reconcile.

Mike Mariano will work with Lisa to develop a recommendation regarding the Deliverables Expectation Matrix. They will have a draft to review at the April meeting.

June Meeting

Do we want to have our meeting after the annual ACEC/WSDOT meeting? We will discuss this at our April meeting when we see how much time we will need to complete the deliverables matrix before the June meeting.

Next meeting

Review the Deliverables Expectation Matrix recommendation.

Review comments and work on the Deliverables Expectation Matrix.

Discuss what this team will present at the June ACEC/WSDOT meeting.

Action Items

- Adele McCormick will post Exhibit C in the sharing portion of the website.
- Rick Smith will revise the co-location checklist next week and Adele McCormick will post it on the website and include that it is subject to revision.
- Ken Smith will give Recommendation 9 to Don Nelson and take it through the appropriate channels for approval.
- Duncan Findlay will make a general announcement regarding the co-location checklist in ACEC's Impact newsletter. Doyle Dilley will send an announcement to the consultants who are already co-locating. Doyle will also add a link to the Consultant Services office website.
- Mike Mariano and Lisa Reid will work together to develop a recommendation regarding the Deliverables Expectation Matrix.